

Monitoring Reviews

The United States Department of Agriculture (USDA) and the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) require independent centers and Sponsoring Organizations (SOs) to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. DHSS-CFNA is required to ensure centers and the SOs are accountable for all reimbursements received in compliance with program regulations. Each center and SO will be reviewed by DHSS-CFNA at least once every three years in a CACFP monitoring review, although most will be reviewed a minimum of every two years. A sponsor may be reviewed for compliance at any time.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter, and the review will be conducted within the week specified in the letter. No advance notification will be given for unannounced reviews. The center may contact our office (800-733-6251) if there are days that they know they will not be available. However, according to the Office of Childhood, Child Care Compliance, “another responsible individual shall be designated to be in charge of the facility” in the absence of the director. Records must be kept at the physical location noted on the Management Plan for independent centers and multi-site SOs. It is preferable that the records are stored at the independent centers when possible.

During monitoring reviews, **all program original records must be maintained on location and made available for review within one hour of arrival by state and/or federal officials.** *Failure to have the CACFP records available will result in findings, corrective action, and/or overclaims; the DHSS-CFNA may disallow up to twelve months of claims for reimbursement that the center or SO must repay.*

Afterschool care programs must maintain all required original records, not copies, on file for a period of three full fiscal years after the final claim for reimbursement for the fiscal year was submitted or longer if audit findings have not been resolved. The federal fiscal year begins October 1st and ends September 30th.

The **Materials Needed for a CACFP Monitoring Review** checklist, on the next page, is provided to help organizations prepare for the review.

Technical Assistance Visit:

DHSS-CFNA wants you to succeed, which is why Technical Assistance (TA) visits are offered to new CACFP organizations. After your center has been participating in the CACFP for a few months, you are highly encouraged to schedule a TA visit with your district nutritionist. In preparation for your TA visit, you must have submitted at least one claim. TA visits are similar to monitoring reviews but are conducted as a courtesy to your organization. The purpose of the TA Visit is to review your records and procedures with you for program compliance, answer any program questions you might have, and provide you with the guidance needed to help you be successful with CACFP. A TA visit is not punitive in nature and is strictly meant to help facilitate your organization's success. This visit can help reduce findings and the need for corrective actions in the future during monitoring reviews.